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| **COLORADO DEPARTMENT OF TRANSPORTATION****DOCUMENT TRANSMITTAL** | Project Code:       |
|  | Parcel No:       |
|  | Project No:       |
|  | Location:       |
|  | Date:       |
| To: Project Development Branch, ROW Program, HQ 3rd Floor, Attn: Acquisition/Relocation Unit |
| From:       |
| [ ]  Condemnation package including supporting data (Condemnation Memorandum and Checklist, Parcel Negotiation Record and Certificate, Offer of Fair Market Value, etc). Original package to HQ ROW and copy to AG’s Office. |
| [ ]  Warrant Request for acquisition including supporting data (ROW Settlement Checklist, Memorandum of Agreement/Possession & Use Agreement/Administrative Settlement, Fair Market Value/Waiver Valuation, Parcel Negotiation Record and Certificate; Offer of Fair Market Value, Final Offer Letter; miscellaneous correspondence, W-9)Special warrant instructions:      Special delivery instructions:       |
| [ ]  Warrant Request for relocation including supporting data (determination, claim form, Relocation Checklist and Certificate and W-9). The following are required for the first request for payment:* If residential (First Negotiation Contact; 90 Day Notice; Certification of Residency Status)
* If business (First Negotiation Contact or 90 Day Notice and Certification of Residency Status)
* If personal property only (First Negotiation Contact or 90 Day Notice and Certification of Residency Status)

Special warrant instructions:      Special delivery instructions:       |
| [ ]  Fair Market Value Encumbrance Requested? [ ]  Yes [ ]  No  |
| [ ]  Closing Documents:       |
| [ ]  Acquisition Stage Relocation Plan/Displaced Persons Information |
| [ ]  Relocation Determination |
| [ ]  Other:       |
| Miscellaneous/Remarks:        |
| Real Estate Specialist | Date:        |